

WHAT IS SHELTER-IN-PLACE?

Shelter-in-place means that you should remain indoors at your present location with doors and windows kept closed. This could mean remaining at your desk or proceeding to another location in the building.

Shelter-in-place is **voluntary**, unless mandated by law enforcement or public health officials.

HOW CAN MY FAMILY AND I PREPARE FOR EMERGENCIES?

It is always better to plan what you and your family will do in an emergency **BEFORE** an emergency happens. The websites listed in the pamphlet provide information and actions you and your family may want to take to be prepared before, during, and after an emergency.

EMERGENCY NUMBERS

	<u>NUMBER</u>
Fire	9-911
Medical Emergency	9-911
FAA Clinic – Room 328	X 73405
Security	X 35333
Customer Service Facility Mgmt.	X 77433
DOT HQ Employee Locator	(202) 366-4000

For more information on this and other topics visit the following websites:

FAA Employee Response to Emergencies Guide

<http://faa.gov/ahr/response/index.cfm>

Centers for Disease Control

<http://www.bt.cdc.gov>

FEMA

<http://www.fema.gov>

Red Cross

<http://www.redcross.org>

For additional information on this or other occupational safety and health issues, contact AEE-200, FAA Occupational Safety and Health Policy Office at 202-267-3554.

Visit the AEE-200 website at <http://www.aee.faa.gov/aee-200/>



FAA ENVIRONMENT ENERGY AND EMPLOYEE SAFETY DIVISION



Employee Response to Emergencies

Are you ready?

EMERGENCY PREPAREDNESS

Are you prepared to effectively handle emergencies that could occur while you are at work?

This pamphlet introduces you to the revised **Employee Response to Emergencies** guide that provides guidance for your personal planning in the event of various types of emergency situations.

Familiarize yourself with the procedures so you will respond quickly and safely in an emergency.

Specific questions regarding the emergency procedures in your work area should be addressed to your Supervisor, Manager, Customer Service or Facility Management. Selected contact numbers are provided in this pamphlet.

WHAT TYPES OF EMERGENCIES MIGHT OCCUR IN THE WORKPLACE?

Emergencies come in many forms. They can involve medical, fire, severe weather, and hazardous materials, in addition to the new threats of biological or chemical weapons, and radiation.

WHO IS THERE TO HELP ME DURING AN EMERGENCY?

Security Guards are on duty 24/7.

Wardens, who have been appointed throughout the building, assist during emergencies:

- **One Floor Warden** per floor.
- **Four Area Wardens** per floor, one assigned to each of the four quadrants of the building: SW, SE, NW, and NE.
- **Eight Stair Wardens** per floor, one assigned to each of the stairwells, # 1-8.
- **Two Elevator Wardens** per floor, one at the East and one at the West elevator banks.
- **Two Exit Wardens** on the 1st floor only, one at the North and one at the South lobby entrances.

Do you know at least two ways out of your work area? In an evacuation, did you know the FAA meeting place is the Mall?

If you are instructed to evacuate, **BEGIN TO EVACUATE IMMEDIATELY.** It is critical that you evacuate immediately so that those on the upper floors are not caught in a backup in the stairwells

EMPLOYEE RESPONSE TO EMERGENCIES

The Employee Response to Emergencies guide, which was distributed November 14, 2001 to employees via a broadcast e-mail, is in the process of being updated and will be available September 2002.

You can access the current version on the Human Resource website. Go to: <http://faa.gov/ahr/response/index.cfm>

Employee Response to Emergencies addresses the most common emergencies that may occur and tells you how to respond.

WHAT'S NEW IN THE REVISED EMPLOYEE RESPONSE TO EMERGENCIES?

Three **NEW** topics are being included in the revision:

- Responding to Biological and Chemical Threats
- Radiation emergencies (dirty bomb)